



MRC Job Posting

POSTING DATE: April 25, 2012

JOB TITLE: Employment Training Specialist (ETS – Pathways)

JOB ORDER: 002

HOURS: Full-time, 40 hours/week

REPORTS TO: Employment Manager, Pathways

JOB FUNCTIONS: Develop community jobs for targeted members. Provide job coaching to assigned consumers as required. Assist with management of U&U job sites and member workers. Perform contact person functions for members in assigned caseload.

DUTIES:

- Determine work preferences of members.
- Engage member support teams in vocational planning and job development.
- Coordinate strategies to use networks for job activities.
- Develop jobs for members.
- Provide job coaching.
- Assess members' strengths and desires during job development process.
- Assess member job site needs and assist in developing accommodation and/or providing training.
- Work with supervisor to ensure that sites comply with safety and regulatory requirements.
- Ensure employer satisfaction with Pathways services, troubleshoot when needed; be responsive to employer requests.
- Assist members in securing transportation to appointments related to their employment goals. Provide transportation to members as needed.
- Coordinate services for each member assigned.
- Advocate for and discuss ways to involve members in all aspects of programming.
- Represent MRC in a professional and responsible manner.
- Complete clinical paperwork according to MRC, funding sources and regulatory procedures.
- Complete billing paperwork according to MRC, funding sources and regulatory procedures.
- Attend meetings, serve on standing or special committees as assigned.
- Maintain a caseload of assigned members according to agency and regulatory standards
- Club house duties as assigned by Employment Manager which may include but are not limited to conducting prospective member intake interviews and assessments and related follow up and/or assisting in managing a work unit
- Assure the rights of individuals served are protected in accordance with the Michigan Mental Health Code and agency policy.
- Completion of incident reports in accordance with agency policy.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated success in working with persons with mental illness, supported employment and previous sales experience preferred.

- Must attain ETS certification within 6 months of hire.
- Must have initiative and independence to work without supervision.
- Human relations and oral communication skills to interact effectively with employers, consumers, families co-workers, and service team members.
- Creativity and problem-solving skills sufficient to negotiate agreements and solve problems. Energy and enthusiasm to create a positive environment. Initiative and independence to work in the community and in the program without daily supervision.
- Analytical skills sufficient to analyze work sites, analyze behavior and develop interventions.
- Excellent written, verbal and reading skills required.
- Creativity and problem solving skills.
- Ability to learn and teach a variety of jobs.
- Demonstrated organizational skills.
- Calculator and other equipment as needed to complete community employment and unit requirements.
- Computer literacy required.
- Valid Michigan driver's license, good driving record required and the availability of licensed, insured vehicle for use on the job.
- Criminal records, driving and recipient rights screening required.

WORKING CONDITIONS

- Travel to off-site employment locations necessary
- Must be able to work regular evening and occasional weekend hours
- Job may require work in hot, dusty conditions, extremes of weather, outdoor work and industrial work.

PHYSICAL REQUIREMENTS

- Physical ability sufficient to lift, transport, and operate equipment used at community employment sites or in unit.
- Physical ability to work standing for long periods of time and walk, bend, and stoop in a variety of community work sites.
- Must be able to meet intervention certification requirements.

PAY RANGE: \$12.00 – 17.40 per hour + full benefit package

TO APPLY: **TO APPLY: Send resume or complete application form and return to:**
HR Manager
MRC Industries, Inc.
2538 S. 26th Street
Kalamazoo, MI 49048
[**hr@mrcindustries.org**](mailto:hr@mrcindustries.org)

Reference Job Order #002

DEADLINE: Wednesday, May 9, 2012 at 5:00pm